

# Kentuckiana Digital Library

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The Kentuckiana Digital Library is a digital library of primary sources and access aids selected by Kentucky archivists representing 15 Kentucky colleges, universities, libraries and historical society repositories. The Kentuckiana Digital Library collection currently comprises archival collection finding aids, electronic texts, digital photographs, and digital audio files which are held by special collections and archives departments in libraries throughout Kentucky.

# **Kentuckiana Digital Library: Home Page**

Kentuckiana Digital Library
Search historical documents,
photos, letters and more...

Clicking on this link from the <u>KYVL</u> home page will take you to the Kentuckiana Digital Library:

# Finding Information Using the Kentuckiana Digital Library

There are several ways to find information using the Kentuckiana Digital Library. Click on the tabs located at the top of the main Kentuckiana Digital Library page to access different search screens.



Click on the links on the main Kentuckiana Digital Library page in order to browse the resources available through the Kentuckiana Digital Library.

Click on browse subjects to locate materials by subject heading.

Click on archival finding aids to browse lists of finding aids available through the Kentuckiana Digital Library.

Click on search full text to access full text books, journals, and oral histories.

Click on project information for information on forthcoming projects.

#### What is a Finding Aid?

Many libraries and museums have departments or entire branches dedicated to the preservation of historic and rare materials. These departments and branches are often referred to as "Special Collections" or "Archives." A special collections department provides access to materials that have historic value and are rare or one of a kind. Often these materials are deteriorating due to age, exposure to the environment, and overuse. The types of materials that are often located in a special collection or archive are unpublished diaries, letters, personal papers, photographs, and manuscripts, and published materials that are of advanced age, were published in very small batches, or have special historic significance for the institution or the city or region.

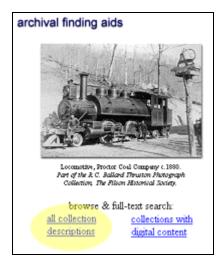
The materials that are donated to a special collection or archive are inventoried and cataloged, but are not reorganized. For example, if a box of letters and photographs are donated to an archive, the materials aren't separated into a box of letters and a box of photographs. The letters and photographs are maintained in the collection in the exact same order as when donated. If you wanted to look at a particular photograph in this box, you would have to look through the entire box to find the photograph, making sure not to disturb the order of the items as you looked. Now, imagine that this collection of letters and photographs was made up of 100 boxes instead of just 1 box. It would take a very long time to find the item that you seek.

A finding aid is the answer to this problem. The finding aid acts as a road map to a collection of materials in a special collection or archive. The finding aid will tell you exactly where the photograph is located in those 100 boxes.

#### How do I use the Kentuckiana Digital Library to browse finding aids?

archival finding aids

Click on archival finding aids to browse a list of finding aids available through the Kentuckiana Digital Library.



Clicking on all collection descriptions will also allow you to browse all finding aids available through the Kentuckiana Digital Library.

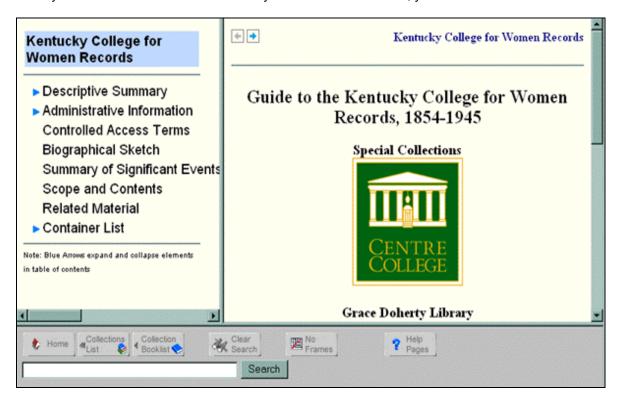


Choose an institution from the list of institutions with finding aids available through the Kentuckiana Digital Library.



Select a collection from the list of collections available from the chosen institution.

Once you have chosen the collection that you would like to access, you will see a screen that looks like this:



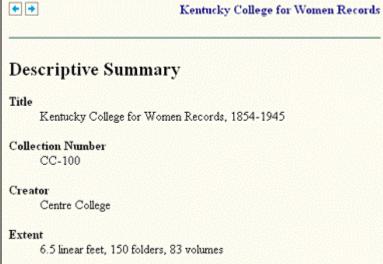




Use the navigation tool on the left side of the screen to access the information located in the finding aid.

Clicking on the blue arrow next to a main heading will expand the menu to show the contents.





Clicking on one of the available items under a main heading will provide more detailed information on that item on the right side of the screen.

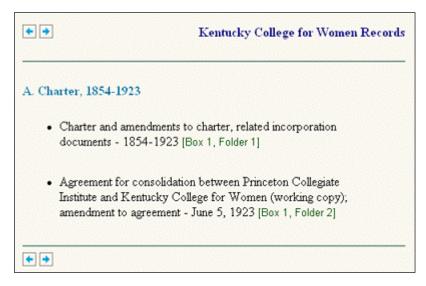
Or, by clicking on the main heading in the menu on the left side of the screen,

You can see all of the information under that heading on the right side of the screen.

The container list is the most important part of a finding aid. It is here that you will find a listing of the items in the collection, along with their specific location within the physical collection.



Click on the blue arrow next to Container List to see headings for the subcollections within the larger collection. Continue to click on the blue arrows to dig deeper into the available information.



Click on the series title to access information on the individual items in the collection. This information will appear on the right side of the screen.

Each item name or description is followed by a location, telling you the exact spot in the collection where you will find the item. For example, in the box above, you can see that the *Charter and amendments to charter, related incorporation documents - 1854-1923*, is located in Box 1, Folder 1. To locate the item, you must locate a box in the collection numbered 1. Within this box, you must then locate a folder numbered 1.

Every screen that you see when exploring a finding aid will have a common footer:





The Home button takes you to the Kentuckiana Digital Library's home page.



The Collections List button takes you to the list of all Kentucky institutions that have contributed finding aids to the Kentuckiana Digital Library.



The Collection Booklist button takes you to the list of collections from a particular institution with finding aids available through the Kentuckiana Digital Library. For example, if you are looking at a finding aid for a collection at Centre College, clicking the Collections Booklist button takes you to the list of all finding aids from Centre College.



The Clear Search button removes any search terms from the search box.



The No Frames button eliminates frames.



The Help Pages button takes you to help with the Kentuckiana Digital Library.



Terms entered in the search box will be sought in only the current finding aid.

# **Kentuckiana Digital Library: Digitized Content**



Click on the collections with digital content in order to browse a list of collections with photographs and audio files available through the Kentuckiana Digital Library.

- ❤Bach (Pearl Day) Papers
- 🤛 Barbour (Roger W.) Photograph Collection
- ❤Barkley (Alben W.) Collection
- > Cooper (John Sherman) Oral History Project
- 🤝 Correctional Photograph Archives Collection
- Early Centre College Photographs
- Fayette County Aerial Photographs
- Ford Photo Album Collection
- >Frontier Nursing Oral History Project

Select a collection from the list of collections available with digitized content.

#### Baseball

Baseball team, 1885 [Item 1]

Team portrait of 1885 baseball team, seated on chairs on the baseball field; members unidentified.



Med res

Clicking on the name of a collection takes you to the finding aid for that collection. Accessing the container list takes you to the list of items in the collection with physical location information. However, you will also see a thumbnail image for any photograph in the collection that has been digitized and is available for viewing online.

Clicking on the thumbnail opens the photograph in a new window.



# Alfred Bailey

Tape 1, Side 1, May 17, 1985



Items with a digitized sound file available will be indicated by a Real Audio icon.

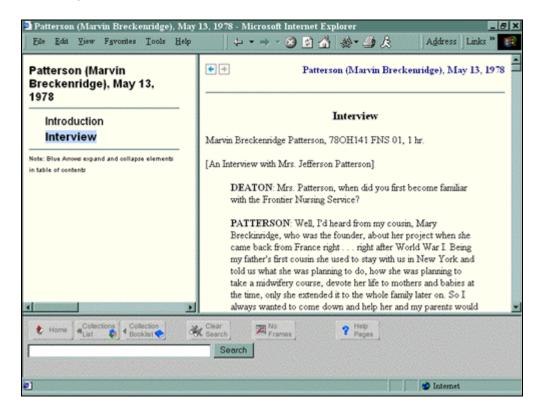


Clicking on the Real Audio icon takes you to a screen where Real Audio's RealPlayer automatically plays the sound file.



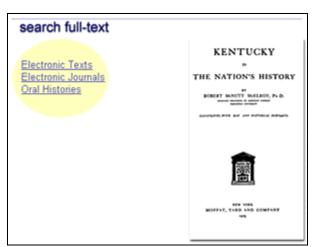
Oral interviews with a full transcript available will be accompanied by an image of a sheet of paper.

A transcript of an oral interview looks like this:

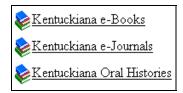


# Kentuckiana Digital Library: Full Text Resources

**search full-text** Click on search full text to browse a list of full text resources available through the Kentuckiana Digital Library.



Or, you can choose one of three types of full text resources that are available from the Kentuckiana Digital Library home page.



After clicking search full text, select a document type from this list of those available.

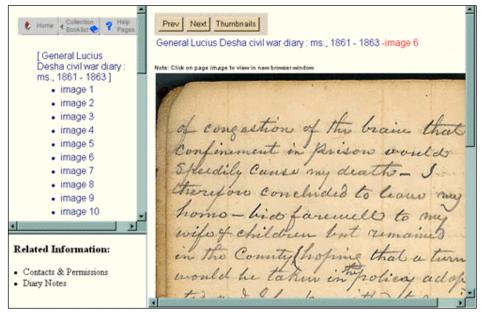
Choose an item from the list of available materials.

Desha (General Lucius) civil war diary: ms., 1861 - 1863 (kukm)

Duffs Funeral Notices Scrap Book (kyl)

Fackler, (Calvin Morgan), Danville in the Blue Grass, 192- (kcc)

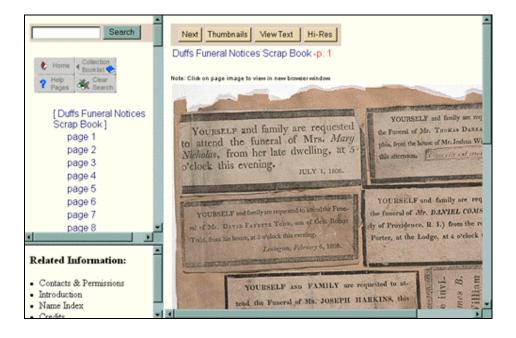
First Annual Report of the Kentucky Colonization Society, December 17, 1829 (kcc)



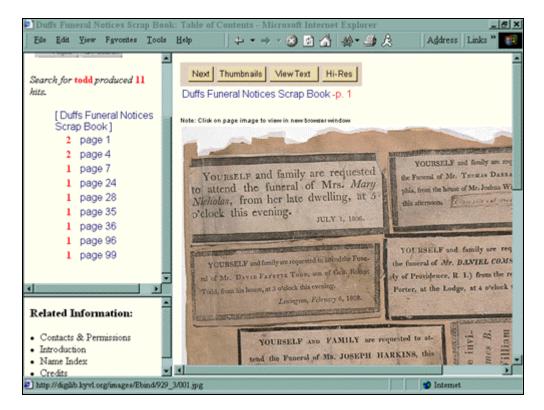
Click on an image number on the left side of the screen in order to jump to that image. The scanned image of the item appears on the right side of the screen.

Some items in the collection of full text resources include a

search feature on the left side of the screen.



Use the results on the left side of the screen to navigate through the results of the search.

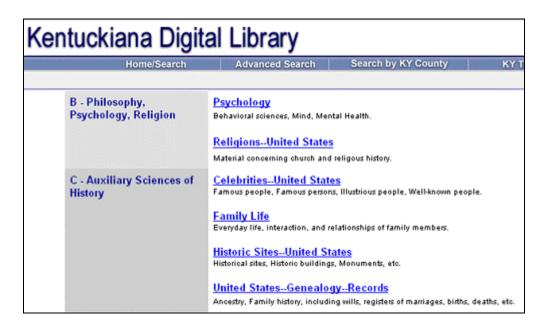


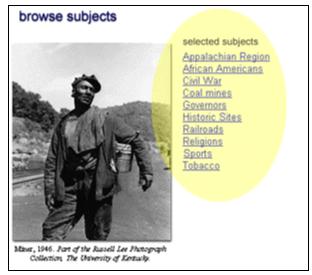
# **Kentuckiana Digital Library: Browsing Subjects**

The Kentuckiana Digital Library allows you to search for information by subject heading.

browse subjects

Click on browse subjects, then click on a subject heading to see all of the information in the collection that is related to that subject heading.

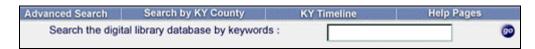




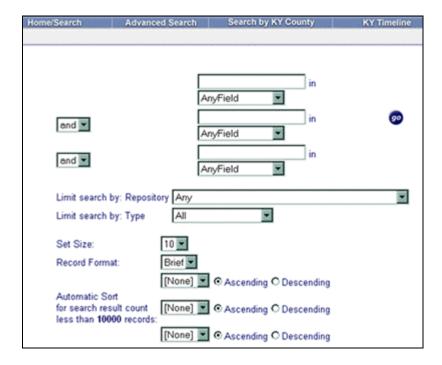
You can also choose from a list of selected subjects from the Kentuckiana Digital Library home page.

# **Kentuckiana Digital Library: Searching the Collection**

There are several ways to search for materials in the Kentuckiana Digital Library. From the home page you can perform a simple keyword search.



Clicking on the Advanced Search tab takes you to a search screen with more search options.

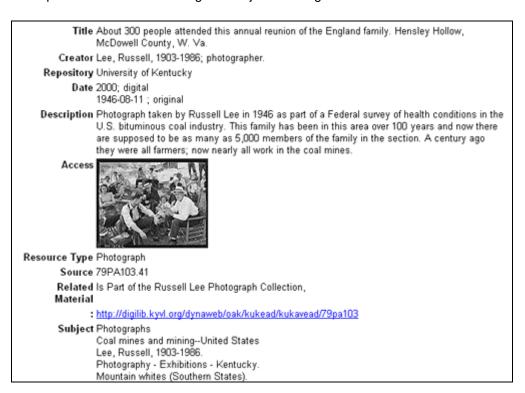


# Kentuckiana Digital Library: Search Results

A typical list of search results contains brief records with links to the information contained within the Kentuckiana Digital Library.

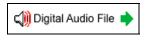


Clicking on the title of a brief record opens the full record, where you can find additional information, such as a description of the item and assigned subject headings.





Click on the thumbnail image of a photograph to see a larger version of the image.



Click on the link to a digital audio file to hear the file.



Click on the link to a finding aid to access the full finding aid, or on the link to electronic text to access the digitized text of the item.



Jump to: 1 11 21 31 41 51 ... 121 Use the Jump To links at the top right of the page in order to move to another page of search results.



Use the tabs at the top and bottom of the screen to jump from this record to the next or previous full record, or return to the list of search results.

# Kentuckiana Digital Library: Searching Full Text

Within the archival finding aids and full text resources located in the Kentuckiana Digital Library collections, you can search for terms located in the full text.

Type the term that you want to search for in the search box and click go.





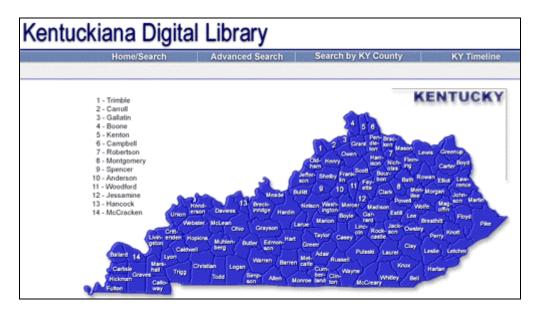
You will receive a list in return of the number of times your chosen term is located in the full text resources.

Click on the name of a library in order to see the collections there that contain the chosen search term.

# The Filson Historical Society Finding Aids The Filson Historical Society Homepage Cuide to Selected Manuscript and Photograph Collections Bingham (George Barry) Papers Republican Party (Ky) Campaign Literature Walton (Julia Jones) Papers Du Pont (Ethel Bidermann) Papers Hansbrough (Elizabeth Kathleen) Supplemental Papers Hardy (Marshall B., Jr.) Papers Hardy (Marshall B., Jr.) Papers Watterson (Henry) Papers, 1856-1965

# Kentuckiana Digital Library: Search by KY County

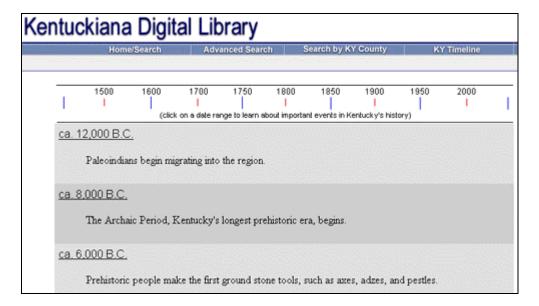
The Kentuckiana Digital Library allows you to search for information by county. After clicking on the Search by KY County tab, click on the name of a county on the map in order to see all of the information in the collection that is related to that county.



Below the map you will see an alphabetical list of all Kentucky counties. You can see information on a chosen county by clicking on its name in the list.

# Kentuckiana Digital Library: KY Timeline

Use the Kentuckiana Digital Library's KY Timeline to learn about significant events in Kentucky's history.



#### **Kentuckiana Digital Library: Help Pages**

Click on the Help Pages tab to get help using the Kentuckiana Digital Library.

